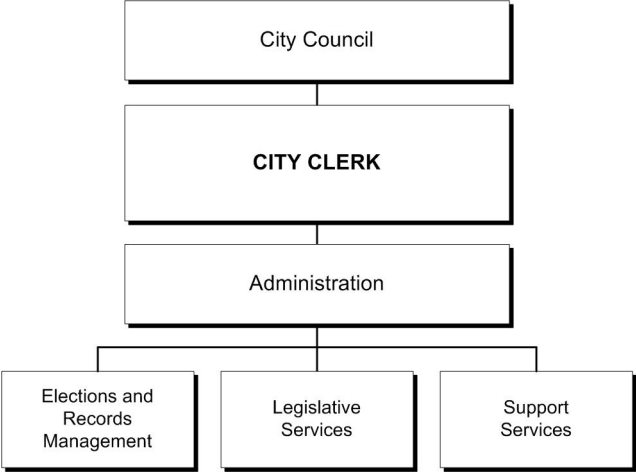




City Clerk





## Mission Statement

To maintain the integrity of the legislative process in the City of San Diego, and ensure an informed citizenry by providing administrative and technical support to the Mayor and City Council; conducting City Council legislative meetings; disseminating information concerning legislative decisions and policy issues; protecting and preserving official City records; and administering municipal elections and campaign disclosure, lobbyist and economic interest reports in accordance with State and local law.

## Department Description

The City Clerk's multi-faceted office functions have evolved in response to the needs of legislative bodies and their constituents. As Clerk to the Mayor and City Council, the Office records and preserves Council proceedings, rendering procedural and technical support where needed. Office staff administers municipal elections, coordinates public hearings, and assists the public and other City staff in conducting business. The Office also disseminates information regarding legislative actions and policy decisions to City departments, other agencies, and the public. As official record keeper, the City Clerk maintains custody of all City records.

## Division/Major Program Description

### Administration

The Administration Division plans, directs, and coordinates all departmental activities and programs; provides procedural and technical support at City Council, Redevelopment Agency and Housing Authority meetings; formulates policies for the protection and maintenance of official City records and all records generated by each of the City's departments; serves as the public's clearinghouse for City business; formulates and monitors the departmental budget; and provides internal administrative support to office staff.

# City Clerk

## Division/Major Program Description (continued)

### Elections and Records Management

The Elections Program plans, coordinates and administers the City's municipal elections and advises officeholders, candidates, and committees on procedures and requirements necessary for compliance with State and municipal regulations. The Program also serves as the filing official for campaign and economic interest disclosures and City lobbyist reports in accordance with State and local law.

The Records Management Program provides advice and assistance to the Mayor and City Council and City departments on records issues. Program staff develop records disposition schedules and administer the Records Center.

### Legislative Services

The Legislative Services Division notices and prepares all materials for City Council meetings, attends the meetings, and records the minutes and Council actions during the meetings. This Division also notices all public land use hearings, updates the Municipal Code, Council Policy Manual, and City Charter. It processes deeds, leases, and contracts and responds to requests for information from the public and other City departments.

### Support Services

The Support Services Division prepares budget information; monitors Department expenditures; handles the Department payroll; purchases equipment, supplies, and services; coordinates the Employee Recognition Program; and maintains a list of boards and commissions.

## Service Efforts and Accomplishments

During the past fiscal year, the Office of the City Clerk has upgraded its recording equipment so that City Council meetings are now available on CD ROM, rather than cassette tape. This upgrade provides enhanced customer service since specific motions, items and directives can be accessed quickly and easily. It also provides for better long-term storage and faster internal copying and processing.

The Office of the City Clerk continues to work with American Legal Publishing, a leading legislative document publishing company, to provide a variety of legislative documents like the City Charter and Municipal Code on CD ROM. This subscription service has a monthly update component so that information remains up-to-date.

## Future Outlook

The Clerk's records and information sections are in the process of researching a comprehensive bar coding system that would streamline file retrieval and tracking.

American Legal Publishing is looking into the possibility of publishing the City Council's meeting minutes on CD ROM. This would be a great benefit to many of the City's customers and provide a more direct path to City information.

## Budget Dollars at Work

2.3 Million City Council docket and exhibit pages prepared and distributed  
 5,500 City Council and City Manager approved actions recorded, documented, and processed  
 63,200 Information requests responded to by scheduled deadlines  
 17,500 Records storage transactions completed  
 2,000 Disclosure statements scheduled, reviewed, and followed up within 15 days of filing deadlines

City Clerk				
	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL	FY 2003-2004 CHANGE
Positions	46.00	46.00	<b>46.00</b>	0.00
Personnel Expense	\$ 2,552,291	\$ 2,742,523	\$ <b>2,742,834</b>	\$ 311
Non-Personnel Expense	\$ 676,684	\$ 701,411	\$ <b>635,686</b>	\$ (65,725)
<b>TOTAL</b>	<b>\$ 3,228,975</b>	<b>\$ 3,443,934</b>	<b>\$ 3,378,520</b>	<b>\$ (65,414)</b>

## Department Staffing

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
<b>GENERAL FUND</b>			
<b>City Clerk</b>			
Administration	3.00	3.00	<b>3.00</b>
Elections & Records Mgmt	12.00	12.00	<b>12.00</b>
Legislative Services	29.00	29.00	<b>29.00</b>
Support Services	2.00	2.00	<b>2.00</b>
<b>Total</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>

## Department Expenditures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
<b>GENERAL FUND</b>			
<b>City Clerk</b>			
Administration	\$ 372,197	\$ 380,004	\$ <b>346,560</b>
Elections & Records Mgmt	\$ 760,382	\$ 832,705	\$ <b>790,809</b>
Legislative Services	\$ 1,977,289	\$ 2,092,793	\$ <b>2,088,975</b>
Support Services	\$ 119,106	\$ 138,432	\$ <b>152,176</b>
<b>Total</b>	<b>\$ 3,228,975</b>	<b>\$ 3,443,934</b>	<b>\$ 3,378,520</b>

# City Clerk

## Significant Budget Adjustments

### GENERAL FUND

City Clerk	Positions	Cost
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00 \$	159,166
<b>Support for Information Technology</b> Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00 \$	44,830
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	(91,227)
<b>Reduction due to Fiscal Year 2004 Vacancies</b> Reduction of personnel expense due to positions that will remain vacant in Fiscal Year 2004.	0.00 \$	(178,183)

## Expenditures by Category

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
<b>PERSONNEL</b>			
Salaries & Wages	\$ 1,947,258	\$ 2,071,209	\$ 1,978,316
Fringe Benefits	\$ 605,033	\$ 671,314	\$ 764,518
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 2,552,291</b>	<b>\$ 2,742,523</b>	<b>\$ 2,742,834</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 298,094	\$ 276,455	\$ 271,688
Information Technology	\$ 273,207	\$ 325,837	\$ 270,335
Energy/Utilities	\$ 83,543	\$ 95,126	\$ 89,670
Equipment Outlay	\$ 21,840	\$ 3,993	\$ 3,993
<b>SUBTOTAL NON-PERSONNEL</b>	<b>\$ 676,684</b>	<b>\$ 701,411</b>	<b>\$ 635,686</b>
<b>TOTAL</b>	<b>\$ 3,228,975</b>	<b>\$ 3,443,934</b>	<b>\$ 3,378,520</b>

## Revenues by Category

GENERAL FUND		FY 2002 ACTUAL		FY 2003 BUDGET		FY 2004 FINAL
Property Tax	\$	-	\$	-	\$	-
Other Local Taxes	\$	-	\$	-	\$	-
Licenses and Permits	\$	-	\$	-	\$	-
Fines, Forfeitures, and Penalties	\$	-	\$	-	\$	-
Revenue from Money & Property	\$	-	\$	-	\$	-
Revenue from Other Agencies	\$	-	\$	-	\$	-
Charges for Current Services	\$	16,942	\$	4,500	\$	11,500
Other Revenues	\$	25,510	\$	18,468	\$	18,468
Transfers from Other Funds	\$	-	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>42,452</b>	<b>\$</b>	<b>22,968</b>	<b>\$</b>	<b>29,968</b>

## Key Performance Measures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
Average cost per page of Council dockets and exhibits prepared and distributed	\$0.23	\$0.24	<b>\$0.25</b>
Average cost per item to process Council and City Manager approved actions	\$44.96	\$72	<b>\$59</b>
Average cost per response for retrieval of information	\$6.19	\$5.43	<b>\$6.21</b>
Average cost per transaction of record storage	\$9.84	\$11.53	<b>\$11.07</b>
Average cost per disclosure statement filed and reviewed	\$42.67	\$71	<b>\$76</b>

## Salary Schedule

### GENERAL FUND

#### City Clerk

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>	<i>Total</i>
1107	Administrative Aide II	1.00	<b>2.00</b>	\$ 44,197	\$ 88,394
1218	Assoc Management Analyst	5.00	<b>5.00</b>	\$ 55,514	\$ 277,569
1237	Payroll Specialist I	1.00	<b>1.00</b>	\$ 35,080	\$ 35,080
1349	Info Systems Analyst III	1.00	<b>1.00</b>	\$ 62,954	\$ 62,954
1383	Legislative Recorder II	4.00	<b>5.00</b>	\$ 45,663	\$ 228,316
1395	Deputy City Clerk I	16.00	<b>15.00</b>	\$ 34,581	\$ 518,720
1396	Deputy City Clerk II	4.00	<b>3.00</b>	\$ 39,611	\$ 118,834
1535	Clerical Assistant II	4.00	<b>4.00</b>	\$ 30,468	\$ 121,871
1617	Micrographics Clerk	1.00	<b>1.00</b>	\$ 31,752	\$ 31,752
1746	Word Processing Operator	1.00	<b>1.00</b>	\$ 33,017	\$ 33,017
1857	Sr Legislative Recorder	1.00	<b>1.00</b>	\$ 51,112	\$ 51,112
1876	Executive Secretary	1.00	<b>1.00</b>	\$ 46,240	\$ 46,240

# City Clerk

## Salary Schedule (continued)

### GENERAL FUND

#### City Clerk

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>	<i>Total</i>
1879	Sr Clerk/Typist	1.00	<b>1.00</b>	\$ 38,040	\$ 38,040
1899	Stock Clerk	1.00	<b>1.00</b>	\$ 30,730	\$ 30,730
2108	Asst City Clerk	1.00	<b>1.00</b>	\$ 104,340	\$ 104,340
2138	City Clerk	1.00	<b>1.00</b>	\$ 128,619	\$ 128,619
2252	Deputy Director, Legislative Services	1.00	<b>1.00</b>	\$ 97,746	\$ 97,746
2253	Deputy Director,Elections & Records Mgmt	1.00	<b>1.00</b>	\$ 91,124	\$ 91,124
	Bilingual - Regular	0.00	<b>0.00</b>	\$ -	\$ 14,705
	<b>Total</b>	<b>46.00</b>	<b>46.00</b>		<b>\$ 2,119,163</b>

**CITY CLERK TOTAL** 46.00 **46.00** \$ **2,119,163**

## Five-Year Expenditure Forecast

	<b>FY 2004 FINAL</b>	<b>FY 2005 FORECAST</b>	<b>FY 2006 FORECAST</b>	<b>FY 2007 FORECAST</b>	<b>FY 2008 FORECAST</b>	<b>FY 2009 FORECAST</b>
Positions	<b>46.00</b>	46.00	47.00	47.00	47.00	47.00
Personnel Expense	\$ <b>2,742,834</b>	\$ 2,825,119	\$ 3,145,609	\$ 3,239,977	\$ 3,337,176	\$ 3,437,291
Non-Personnel Expense	\$ <b>635,686</b>	\$ 654,757	\$ 826,900	\$ 851,707	\$ 877,258	\$ 903,576
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,378,520</b>	\$ 3,479,876	\$ 3,972,509	\$ 4,091,684	\$ 4,214,434	\$ 4,340,867

### City Clerk

#### Fiscal Year 2005

No major projected requirements.

#### Fiscal Year 2006

Addition of 1.00 Deputy City Clerk I position in Fiscal Year 2006 will allow continuing compliance with mandated administrative responsibilities of campaign disclosures, conflict of interest disclosure and lobbying disclosure requirements. This also includes support for electronic filing of campaign disclosure statements.

#### Fiscal Years 2007-2009

No major projected requirements.